



Message From the Under Secretary

June 17, 2015

National Oceanic and Atmospheric Administration Policy Statement on Equal Employment Opportunity (EEO)

National Oceanic and Atmospheric Administration (NOAA) employees are its greatest resource, as we depend on their unique talents, skills, and expertise, and they in turn depend on leadership to create an environment where they are treated with respect and dignity. Thus, each year, we reiterate our commitment to provide a workplace that is free of discrimination and fosters an environment that supports and encourages the contributions of all employees, while providing an exceptional level of service to our customers both internally and externally.

A standard must be set to ensure an environment free from discrimination and harassment. We all share the responsibility for cultivating an inclusive workplace that requires the support and commitment of every employee. We accomplish our mission and goals by utilizing the talent, dedication, and skills of all employees. As such, NOAA will not tolerate discrimination based on race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 years of age and over), genetic information or disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints, serve as witnesses, or otherwise oppose discrimination and harassment is strictly prohibited. NOAA's policy is to ensure that equal employment opportunity (EEO) covers all personnel/employment programs, management practices, and decisions.

The NOAA Civil Rights Office (CRO) is responsible for the vital mission of ensuring adherence to Federal civil rights laws and regulations in all aspects of employment. Employees and applicants for employment who believe they have been discriminated against and wish to initiate an EEO complaint must contact CRO within 45 calendar days of the alleged discriminatory event. For information on the EEO complaint process call [1 \(800\) 452-6728](tel:8004526728), [\(301\) 713-0500](tel:3017130500) or visit www.eeo.noaa.gov. NOAA employees can also take advantage of the Alternative Dispute Resolution (ADR) Program by visiting <http://www.wfm.noaa.gov/adr>, which provides a forum for the resolution of internal workplace disputes.

Also, I remind you of your responsibilities as outlined in the Department's Administrative Order, (DAO) 202-955 on *Allegations of Harassment Prohibited by Federal Law*.

I strongly support Civil Rights, EEO, and Alternative Dispute Resolution initiatives. The diversity of our workforce enriches the workplace and our community. Managers, supervisors, and EEO Officials must work together to reflect our commitment to EEO and Diversity, and to take steps to prevent and/or correct discriminatory practices and behaviors. All of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal.

Diversity is invaluable in accomplishing our mission. We must continue to cultivate an inclusive work environment in which every employee is respected and valued.

Sincerely,

Kathryn D. Sullivan, Ph.D.
Under Secretary of Commerce
for Oceans and Atmosphere